

Pursuant to due call and notice thereof, the regular meeting of the City Council of Appleton was held on Wednesday, February 12th, 2025 in the Council Chambers at the Appleton Civic Center.

Council Members Present in Chambers: Justin Koepp, Al Oyen, Stacey Raddatz & Vanessa Lhotka-Meyer

Council Members Absent: James Masseur

City Staff Present in Chambers: John Olinger – City Administrator, Emma Haugen – Clerk/Treasurer & Cody Thomson – Appleton Police Officer

Public Present in Chambers: Rev. Herbert Rotunda, John Pfaff, Mitch Fett, Bob Schlieman & Michael Weber – APEX Engineering, Kristi Fernholz – UMRDC, Alyce Fust, Dave Fust, Paul Coyour and Michael Borstad.

Mayor Koepp called the meeting to order at 6:00 p.m.

II. **Pledge of Allegiance was recited by the Council.**

III. **Additions or Corrections to the Agenda:** Addition of public hearing for the Small Cities Development Program to the Consent Agenda was motioned by councilmember Lhotka-Meyer and seconded by councilmember Oyen. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

IV. **Public Forum:** None

V. **Public Hearing/Presentations:**

a. Assessment Hearing for Parcel 22-0112-000 Owned by David & Alyce Fust: Alyce Fust spoke to the council about the proposed assessment to their parcel due to the Schlieman Avenue project.

i. A motion to open the public hearing was made by councilmember Raddatz and seconded by councilmember Oyen. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Public hearing was opened at 6:06 p.m.

ii. Comments and questions were taken from the public in attendance.

iii. A motion to close the public hearing was made by councilmember Lhotka-Meyer and seconded by councilmember Raddatz. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Public hearing was closed at 6:15 p.m.

iv. A motion to adopt Resolution 2025-07 assessing parcel 22-0112-000 \$6,000 over 30 years at 2.2% interest was made by councilmember Raddatz and seconded by councilmember Lhotka-Meyer. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

VI. **Public Forum:** None

VII. **Consent Agenda:** A motion was made by councilmember Raddatz and seconded by councilmember Oyen to approve the items listed on the consent agenda as well as the addition. . After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

VIII. **Business:**

a. **Rooney/Behl Utility Reconstruction Bids:** Michael Weber from APEX spoke to the council about the bidding process and the alternates that were included in the specifications. Alternate number 2 included the improvements in front of the hospital that would not be covered as a part of the PFA funds. The alternate will be presented to the hospital board for their approval. The listing of bids that were received was also presented and the apparent low bidder was named. No action was taken on the bids at the meeting.

b. **Crack Fill/Seal Coat Quotes:** Michael Weber presented the bids that were received for the crack filling and seal coating on the specified streets for summer 2025. A motion to accept the low quote of \$81,313.23 and award the contract to Pearson Bros, Inc. was made by

- councilmember Lhotka-Meyer and seconded by councilmember Raddatz. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.
- c. **Appleton Baseball Field Parking Lot Purchase:** Administrator Olinger explained that the purchase of the lot East of the apartments has been negotiated by the Appleton Recreation Association and a price and purchase contract have been presented to the council for consideration. The association would give the city the money for the purchase of the lot. A motion to approve acceptance of \$13,000 for the purchase of the ballfield lot and approve Resolution 2025-08 authorizing the Mayor and City Administrator to sign the purchase agreement was made by councilmember Lhotka-Meyer and seconded by councilmember Oyen. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed. Michael Borstad was invited up to give the council an update on the improvements at the baseball field.
 - d. **Small Cities Development Program Grant, Policies and Procedures** – Kristi Fernholz from the Upper Minnesota Valley Regional Development Commission spoke to the council about the program and opened the floor for questions about the documents that were presented to the council. She also asked the council to set a public hearing to be held at the March council meeting. A motion to approve the policies and procedures for the Small Cities Development Program Owner-occupied and Commercial Rehabilitation Program application and set a public hearing for March 12, 2025 was made by councilmember Raddatz and seconded by councilmember Oyen. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.
 - e. **Airport Commission Reinstatement and Commission Appointment**–Administrator Olinger explained that due to upcoming items and projects at the airport, he would like to reinstate the Airport Commission. He also listed suggestions for commissioners. A motion to reinstate the Airport Commission and appoint Greg Reuther as a commission, and a representative of Schwenk Air and the hospital to the commission was made by councilmember Lhotka-Meyer and seconded by councilmember Raddatz. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.
 - f. **Hangar Loan Revolving Account Program** – Administrator Olinger explained that there is a program through MnDOT to provide money to expand taxi was and hangars. Olinger explained that he wanted to inform the council of this and he would like permission to bring this to the Airport Commission for consideration. No action was needed for this item.
 - g. **Lilbon Clark Salary Step** – Administrator Olinger explained that Chief Borgsgard has submitted a request to increase the salary of part-time officer Lilbon Clark due to his long tenure of service without any pay increase. A motion to approve an increase for part-time officer Lilbon Clark to \$25.25 per hour was made by councilmember Lhotka-Meyer and seconded by councilmember Raddatz. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.
 - h. **Sale of 28 West Reuss Avenue** – Administrator Olinger explained that Kimberly Mitchell has made an offer to purchase 28 West Reuss Avenue for the construction of a mini storage with attached house. Olinger has brought the offer to the EDA for their recommendation of price and conditions for purchase. A conditional use permit will have to be submitted to the planning commission for their review. A purchase agreement with the specific conditions and price was presented to the council. A motion to approve Resolution 2025-09 authorizing the Mayor and City Administrator to sign a purchase agreement to sell 28 West Reuss Avenue was made by

councilmember Raddatz and seconded by councilmember Oyen. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

- i. Sale of Ice Rink** – Administrator Ollinger explained that there has been an inquiry from Montevideo of purchasing the ice rink. Discussion was held of designating the funds from the sale to another ice rink project within the city. Administrator Ollinger would like to have the Park’s Commission review the inquiry and set a purchase price for the rink. No action was needed for this item.
- j. USDA Disaster Grant Application** – Michael Weber from APEX explained that these were funds for damage sustained from the May 2022 storm to the main lift station generator. A resolution is needed to give signing authority to city staff for the application through the USDA RD Apply online portal. A motion to approve the application to the USDA Disaster Relief Grant for replacement of the main lift station generator and to approve Resolution 2025-10 for signing authority was made by councilmember Raddatz and seconded by councilmember Oyen. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.
- k. Capital Reserves Schedule** – Administrator Ollinger explained that city staff has been going through the capital reserve account and reclassifying funds into capital projects rather than the current system of recording amounts by department. The changes follow the 5 year capital improvement plan and annual budget. A motion to approve the Capital Reserves Schedule was made by councilmember Lhotka-Meyer and seconded by councilmember Raddatz. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.
- l. State of The City Meeting** – Administrator Ollinger proposed holding a joint meeting of the city council and all of the city commissions to discuss the state of the city. A motion to set March 26th, 2025 at 5:00 p.m. for a joint city council-commission meeting was made by councilmember Raddatz and seconded by councilmember Lhotka-Meyer. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.
- m. Trail Grant** – Administrator Ollinger explained that there is federal cost sharing grant program that is aimed at improving recreational trails. The grant would be used to subsidize the money that the city is setting aside for reclaiming the trail behind the hospital. There is also a grant from the League of Minnesota Cities to help pay for costs to write the grant, which the UMVRDC could help the city with. A motion to authorize the City Administrator to apply for grant funds to reclaim the hospital trail and to connect the trail along Thielke Avenue was made by councilmember Lhotka-Meyer and seconded by councilmember Oyen. After call for discussion, councilmember Oyen asked how the prevent vehicles from driving on the north end of the trail once it is redone. After call for further discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.
- n. Swift County Renewable Energy Committee** – Administrator Ollinger explained that no motion was needed, this was just for information. The county is asking cities to review their zoning ordinances for setbacks of renewable energy sources. The planning commission will take a look at this at their next meeting.
- o. Utility Bill Assessment** – Clerk/Treasurer Haugen explained that the assessment for Parcel 22-0449-000 was being brought for consideration because the resident had made a payment arrangement but broke it by not paying on the agreed upon dates. A motion to approve Resolution 2025-11 assessing the delinquent utility bill to parcel 22-0449-000 was made by councilmember Raddatz and seconded by councilmember Lhotka-Meyer. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

p. **Appleton SCDP Municipal Infrastructure Grant Engineering RFP** – Administrator Olinger explained that as a part of the SCDP grant application, the city is required to solicit requests for proposals for engineering costs of the project. He outlined the process steps that will need to be followed. A motion to approve the advertisement and the process for the Request for Proposal regarding Federal and State funding for Civil Engineering and Related Services was made by councilmember Raddatz and seconded by councilmember Oyen. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

IX. **Information Items:**

- i. There were questions asked about the reason for the resignation from Jeff Holmquist
- ii. Councilmember Lhotka-Meyer thanked Administrator Olinger for having the advertisements for the swimming pool employees up already.

X. **Department & Commission Updates**

XI. **Adjournment:** A motion to adjourn the meeting was made by councilmember Raddatz and seconded by councilmember Lhotka-Meyer. After a call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor and the motion passed. Meeting was adjourned at 7:00 pm.